

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Soccer Fields

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY:


Jim Wein, Chairperson

Parks, Recreation & Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. SOCCER FIELDS

- A. Soccer Fields in city parks (including the Marshfield Fairgrounds Park) and at the UW-Marshfield/Wood County may be reserved by teams/individuals for games and/or practices by contacting the Parks and Recreation Department office.
- B. Priority scheduling for field use will be given to the following organizations; Marshfield Youth Soccer Association, UW-Marshfield/Wood County, School District of Marshfield, Marshfield Area Catholic Schools, Marshfield Parks and Recreation, and Marshfield YMCA. Prior to January 31st of each year, organizations with priority scheduling status (listed above) shall submit game schedule requests to the Parks and Recreation Department for consideration. Beginning February 1st Parks and Recreation Department staff will begin assigning priority field requests received by the January 31st deadline. Priority requests received following the January 31st deadline will be considered in the order that they are received. Parks and Recreation staff may give varsity level sports priority when scheduling requests. An example would be scheduling a varsity game at Figi Field versus Weinfurter Field or the UW-Marshfield. Conflicts in scheduling of fields between organizations with "priority" scheduling status shall be resolved by department staff, in consultation with representatives of the impacted organizations. Should a mutually agreed upon schedule not be resolved between those parties, the Parks and Recreation Department staff shall independently determine the field use schedule. Parks and Recreation Department staff may use a variety of considerations in resolving the conflict including, but not limited to, whether or not reciprocal use agreement(s) or practice(s) exist between the Parks and Recreation Department and the requesting organization. An example of a reciprocal use agreement or practice would be the priority scheduling of School District facilities extended to the Parks and Recreation Department by the School District of Marshfield.

Beginning on May 1st of each year, the Parks and Recreation Department will accept field use requests from all other teams, individuals, and organizations.

Organizations wanting to receive priority scheduling status shall submit a request to the Parks, Recreation, and Forestry Committee a minimum of 2 months prior to receiving priority scheduling status.

- C. Activities and events, other than soccer, wanting to be held on the soccer fields in city parks (including the Marshfield Fairgrounds Park) and at the UW-Marshfield/Wood County must be approved by the Parks and Recreation Director prior to scheduling the activity or event.
- D. All organizations/teams and individuals wishing to schedule the soccer fields for special events or tournaments may do so by making the reservation through the department office.

II. GENERAL

- A. Fees - as listed in the annual fee schedule shall be charged for scheduled use of soccer fields. In the event that a team has determined that they will not be using the field for a scheduled use it is their responsibility to inform the Parks and Recreation Department staff person in charge of field scheduling. No charges will be made for cancellation of a field use with the exception of costs incurred by the Parks and Recreation Department prior to notification of the cancellation, i.e. field preparation, etc.
- B. No damage/reservation deposit will be collected for the use of the soccer fields, however, in the event the fields and/or associated equipment is damaged during a use, the individual/organization may be invoiced for all or a portion of the repair costs. Failure by the individual/organization to pay the invoiced charges may result in the loss of privileges to reserve and use the city soccer fields. The loss of soccer field reservation and use privileges shall be approved by the Parks, Recreation and Forestry Committee.
- C. Cancellations - Prior to the start of a field use the Parks and Recreation Department staff shall make determination whether or not the field conditions allow for the field to be used. Following the start of the field use it is the responsibility of the organization scheduled for the field to make the decision as to whether or not field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, the Parks and Recreation Department may invoice the organization/individual for all or a portion of the repair costs. Failure by the individual/organization to pay the invoiced charges may result in the loss of privileges to reserve and use the city soccer fields. The loss of soccer field reservation and use privileges shall be approved by the Parks, Recreation and Forestry Committee. If the field required special preparation on the part of the Parks and Recreation Department prior to the game being cancelled by either the Parks and Recreation Department or the organization/individual renting the field, a field prep charge will be incurred.
- D. Maintenance of all soccer fields will be performed by Parks and Recreation Department staff. The Parks and Recreation Maintenance Supervisor may approve field maintenance to be performed by an individual(s) following a review and acknowledgement of the approved and required field maintenance procedures. Only Parks and Recreation Department supplied field maintenance materials will be allowed to be used on or added to the city soccer fields. Additional charges may be made for material use.
- E. Absolutely no privately owned vehicles of any type are permitted on the soccer fields. Additionally, no materials, sand, etc. are to be added to the field without prior approval from the Parks and Recreation Maintenance Supervisor.

- F. All activities will cease on city-owned facilities upon sounding of the Emergency Warning System.
- G. Activities may not extend past the normal park opening/closing time as established by ordinance. Except as authorized and approved by the Director of Parks and Recreation and the policies and procedures adopted pursuant to the city code section 21-02, such prohibition shall not apply to athletic facilities and regularly scheduled athletic events authorized and approved by the Director of Parks and Recreation, and public celebrations or events authorized or sponsored by the city.
- H. Use of the scoreboards, public address system, and concession stand at Griese Park must be requested at the time of the reservation. The fee listed in the annual fee schedule and per policy 6.330 Concessions and Concession Stands shall be charged. The organization/individual shall be responsible for any damages to the scoreboard components or the public address system that occurs during their use.
- I. Soccer Fields at Marshfield Fairgrounds Park and at UW-Marshfield/Wood County may be used on a drop-in basis at no charge when the field has not been;
 - a. previously scheduled for another use
 - b. closed by department staff for field maintenance or poor field conditions